

ROUTING AND TRANSMITTAL SLIP		Date
		12 NOV 86
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXA/DA	<i>JK</i>	11/12
2. IRO/DA	<i>Cern</i>	12 Nov 86
3. ADDA	<i>JK</i>	13 NOV 1986
4. DDA	<i>JK</i>	13 NOV 1986
5. DDA/Registry		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

 OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

* U.S.G.P.O.: 1983 - 421-529/320

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Freedom of Information Act Processing

FROM

Director of Information Services
1206 Ames

EXTENSION

NO.

OIS 86*563

DATE

10 November 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D18 HQ13 NOV
1986

WJH

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DD/A REGISTRY

FILE: 70-3

FORM
1-79

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USE PREVIOUS
EDITIONSSTAT
STAT

OIS 86*563
10 November 1986

MEMORANDUM FOR: William F. Donnelly
Deputy Director for Administration

FROM:  Director of Information Services

STAT

SUBJECT: FOIA Processing

REFERENCES: A. Memo from DDA to D/OIS, dated 29 October 1986,
Same Subject, DDA 86-1822
B. Memo from DCI, dated 27 October 1986,
Same Subject, ER 86-4997
C. Letter from Congressman English, dated
22 October 1986, Same Subject, ER 86-4926X

1. First, my thanks for your commendatory note on our FOIA achievements. We are proud, indeed.

2. You have asked for my reaction to the suggestions by the DCI for an employee notice and by Congressman English that we add to our normal annual report information on response time and backlog. We believe we should accept both suggestions.

3. We will soon forward for your approval a draft Employee Notice for signature by the Director.

4. With respect to the request by Congressman English, we have conferred with the Office of General Counsel and the Office of Congressional Affairs and have concluded that we can and will comply.

STAT

Attachments:

- A. DDA 86-1822
- B. ER 86-4997
- C. ER 86-4926X

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Deputy Director
for Administration

DDA 86-1822
29 October 1986

NOTE FOR: Director of Information Services
Chief, Information and Privacy
Division, OIS

SUBJECT: FOIA Processing

Ben and Lee:

The attached two notes confirm my own observations that the Agency's FOIA processing is first-rate. I want to add my congratulations to that of the DCI and Chairman English for a job well done. What's your reaction to the suggestions made by each?



William F. Donnelly

STAT

Atts:

- A. ER-86-4997
- B. ER-86-4926x

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OCT 31 2 16 PM '86

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Executive Registry

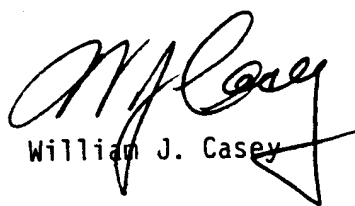
86- 4997

27 October 1986

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: Final Report on FOIA Processing Under the
CIA Information Act

I read this report with a great deal of interest; the numbers are impressive indeed and everyone involved in this time-consuming and often frustrating function should be congratulated for their fine work. Please see that those who have contributed to this effort are aware that their contribution is very much appreciated.

I also believe this report warrants an employee notice summing up the benefits to the public and to the Agency which have been realized by the passage of the CIA Information Act, but I leave that to your judgment.


William J. Casey

cc: D/OIS

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NINETY-NINTH CONGRESS
Congress of the United States
House of Representatives

GOVERNMENT INFORMATION, JUSTICE, AND AGRICULTURE
SUBCOMMITTEE

OF THE
COMMITTEE ON GOVERNMENT OPERATIONS
8-349-C RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515

Executive Registry

86- 4926x

October 22, 1986

OCT 28 2 03 PM '86

The Honorable William J. Casey
Director of Central Intelligence
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

I congratulate you and the members of the Central Intelligence Agency's Freedom of Information Act staff for the progress reflected in the fourth and final report filed under the requirements of the CIA Information Act of 1984. The reductions that have been achieved in both the backlog of FOIA requests and in the average response time are sizable.

I am especially pleased to learn that the CIA's commitment to improving the processing of FOIA requests will continue. Perfecting FOIA operations remains a high priority issue for the Subcommittee, and we will be continuing our oversight in the next Congress.

I suggest that the CIA keep on compiling information on backlogs and average response times that has been included in the semiannual reports filed under the CIA Information Act. It would be of great assistance to the Subcommittee if this information were routinely included in the report filed annually under the FOIA.

The improvements made to date fulfill the promises made at the time the original legislation was passed.

Sincerely,


Glenn English
Chairman